

FY 1984 OFFICE-LEVEL OBJECTIVES

Reportable to the Director of Logistics  
at Biweekly Sessions

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.
- Continue to work with NSA to provide support

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Procurement Management Staff (PMS)

- Reorganize Procurement Management structure.
- Integrate CONIF with LIMS.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

*Hilgus*

Home Operation, Maintenance and Engineering Division (HOME)

- Improve the response time of the Architectural Design Staff.
- Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- Publicize LSD's Interior Design Consultant.
- Resolve problems associated with DCI portraits.
- Continue to improve the physical environment and quality of food in the EDR.

Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.
- Conduct a P&PD Bindery Automation Study.
- Develop an automated Maintenance Program System for Division application.

FY 1984 DIRECTORATE-LEVEL OBJECTIVES

Reportable to the DDA at Quarterly Planning Conference

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

*H/S*  
Home Operation, Maintenance and Engineering Division (HOME)

- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.

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○ — Scheduled  
X — Actual

Office: OL/HOME/ADS  
Objective Statement: Improve the Response Time in the Architectural Design Staff  
Responsible Officer:   
Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
Quarter Ending: Third Quarter Ending 30 June 1984

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including: Work assignments Existing response time Response time versus manpower				0	0				0			0
Use the PAC II for project scheduling and workload studies					X							
Investigate using the GIMS system to track existing work orders within ADS						0			X			
Contract selected projects with private architectural firms to reduce the backlog of work orders							X					
Study the feasibility of creating an expeditor position to: Site survey all project requests to clarify requirements Verify funds Verify client priority versus other requests from same component Identify and complete small projects										0		0
NOTE: After 1 October 1984, the ADS will no longer exist, and the work of this unit will be taken over by an A-E contractor.												

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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Office: OL/HOME/IDC-FAC  
 Objective Statement: Institute a program to have personnel in Agency buildings take more  
 Responsible Officer:  pride in their working areas and buildings  
 Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
 Quarter Ending: Third Quarter Ending 30 June 1984

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Issuance of Headquarters Notice	X											
FAC designation of points to be addressed in poster program			X									
Theme posters displayed in buildings					0	0	0	0	0	X #1	0	0
Revision of Design for Living in CIA								0	0			
Unclassified when separated from attachments												

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Office: OL/HOME/IDC  
Objective Statement: Publicize the Division's Interior Design Consultant  
Responsible Officer:   
Significant Funding Amount: \$  FY 84  
Quarter Ending: Third Quarter Ending 30 June 1984

O — Scheduled  
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Distribute new <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span> mentioning Interior Design Consultant (IDC)						X						
Publish Executive Furniture Catalog offering services of IDC									X			
Include slides of IDC at work in D/L slide file	X											
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Office: OL/HOME/IDC-FAC  
 Objective Statement: Resolve the Problem of the DCI Portraits  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
 Quarter Ending: Third Quarter Ending 30 June 1984

○ — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Place order for copying in oil of the McCone and Turner portraits		X										
Complete copying McCone portrait in oil				X								
Repaint Turner portrait								0-----0				
Reach decision regarding portraits of Helms and Smith					X							
Place order for Helms and Smith portraits if decision is affirmative						X						
Restore Helms portrait								0-----0				
Restore Smith portrait										0-----0		
Restore Vandenberg portrait												0
Restore Raborn portrait								X				
Restore Hillenkoetter portrait								X				
Unclassified when separated from attachments												

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Office: OL/HOME/SSB/M&CS

O — Scheduled

X — Actual

Objective Statement: Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CS.

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ [REDACTED] FY84 - 85

Quarter Ending: Third Quarter Ending 30 June 1984

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature, currently available pertaining to computerized bar-code systems and bar-coded receipt forms.							O					
2. Determine feasibility of installing computer system in mailroom, i.e., space requirement.									O			
3. Prepare cost estimate.										O		
4. If feasible, formulate plans for implementation.												O
5. Installation.												
Note: Wallace Computer Services demonstrated a complete system to personnel of the Mail & Courier Section on 26 June 1984. A cost proposal from the company is due by 13 July 1984. Appropriate paper-work will then be forwarded to OL/B&FB via OL/Executive Officer and the OL/RMO. Installation is not expected until late December/FY-85.												

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Office: OL/LSD/M&CB  
 Objective Statement: Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
 Quarter Ending: Third Quarter Ending 30 June 1984

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature currently available pertaining to IBM Card Sorting Machines and automated scanners for codeword accountability.			X--X									
2. Determine feasibility of installing automated equipment in Mailroom, i.e., space requirement.						X						
3. Prepare cost estimate.								0				
4. If feasible, formulate plans for implementation.										0		
5. Installation.												0
Note: Quarter 3 - The concept of the original MBO has been modified, upon investigation. The use of IBM cards and card-sorting equipment, is no longer feasible, due to impending phase-out of such equipment and card stocks. A new direction has been established and is outlined on the attached forms.												
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Office: OL/HOME/SSB/MPS  
Objective Statement: Complete implementation of a more effective vehicle dispatch plan  
Responsible Officer:   
Significant Funding Amount: \$  FY 84  
Quarter Ending: Third Quarter Ending 30 June 1984

[illegible]

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